

Necton Parish Council

Minutes No: 2016/3/1

Minutes of Council Meeting held Monday, 04 July 7.30 pm in the Necton Rural Community Centre



Parish Councillors (7) present:

David Matthews (Chairman), Frank Woodward (Vice-Chairman), Denise Axham, Joe Sisto, Ian Thompson, Clive Pellett, Phil Hayton.

Also in attendance:

Gabrielle Joyce (Clerk)
13 members of the public
Cllr Nigel Wilkin (Breckland Council)

1. To receive and approve apologies for absence

Received from Cllr Cheshire (work commitment) and Cllr Kiddie-Morris (NCC).

2. To receive any declarations of interest from Members & consider requests for dispensation

None.

3. To approve minutes of Council meeting held on 06 June 2016

The minutes were agreed by all and signed by the Chairman as a true record.

4. To report progress on matters arising (Clerk's report)

The Clerk circulated a written report prior to the meeting and summarised some of the key points:

- Dog-fouling on green area adjacent to Manor Farm practice was reported to Breckland Council on 7 June. They own the land and are responsible for its maintenance.
- State of old school site was reported to Norfolk Property Service (Richard Groom) on 7 June. He forwarded our email to NCC Property Services who have taken back responsibility of such matters. We await a reply.
- The drainage improvement works along Tun's Road have been agreed by Norfolk County Council, but a start date is yet to be arranged.
- The Highway Rangers will be in the village during the week of 16 August, to carry out jobs identified.
- A report of anti-social behaviour in the footway linking Chantry Court with Chantry Lane on 25 June was reported to Breckland Council.

5. Reports from:

5.1 Norfolk County Council, Cllr Mark Kiddie-Morris: NCC will open consultation on Devolution of Norfolk and Suffolk. Information leaflets will be circulated and consultation will be open until mid-August. Report received by telephone from Cllr Kiddie-Morris prior to the meeting.

5.2 Breckland Council, Cllr Nigel Wilkin: Much work on local issues raised directly with Cllr Wilkin by residents, some planning queries and others which needed directing to County Council. At District, there have been significant planning decisions, notably 605 houses in Swaffham.

Devolution was discussed at Breckland Council and it was voted against on the grounds that the arguments were not clear.

On highway matters, the A11 seems to continue to get priority ahead of the A47.

Public Participation Session opened at 19.50

- A resident complained that the meeting cannot be heard and microphones should be used. The Chairman acknowledged this complaint advising that a solution is being researched by the Clerk at present.
- A resident advised that vehicles are driving on to the designated play area adjacent to Manor Farm Surgery within the Jubilee Way estate. There appears to be some regular commercial activity on that space also.
- A resident reported further anti-social behaviour with "game of chicken" involving 3 teenagers on bicycles along the Hale Road.
- A resident complained about the continued parking of the motorhome in Chantry Court, alongside several other cars belonging to the same person. There is another abandoned car in St Andrew's Lane. Both cases have been reported on previous occasions.

Session closed at 20.05

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6. Planning Matters

6.1 To receive results of outstanding applications

3PL/2016/0422/D, 9 new dwellings on old garden centre site – approved by Breckland Council on 30 June.

6.2 To receive new planning applications relevant to the village and make comment

3PL/2016/0750, 2 new semi-detached dwellings on 21 Kett's Hill: Members considered that this was a good design, could be considered affordable and with good access. **It was agreed** to support this application.

3PL/2016/0772, 2 new detached dwellings on Hale Road, adjacent to Damson Cottage: Members raised concern about access to highway, which is currently outside the 30-mile speed limit area. **It was agreed** to support this application with an advisory note to consider extending the 30-mile speed limit to incorporate this new development.

6.3 To receive update on Local Plan

Tuesday, 12 July is the date for a pre-consultation meeting specifically for council members, looking at revised Site Allocations and Settlement Boundaries. The Clerk and Cllr Hayton will be attending and bringing any views expressed by residents.

6.4 To consider a motion to review an original planning application recommendation when changes to that original application are presented for further consultation.

Cllr Hayton asked if members would re-consider an original recommendation if the applicant made changes that addressed the Council's original concerns. A short discussion followed and **it was agreed** to take this matter away for further investigation by the Clerk as to normal protocol.

7. To consider options for provision of adequate pedestrian crossing facility on Hale Road by shop

Cllr Hayton reported on the outcome of a site meeting with Richard Fletcher, Norfolk County Council Highways. Mr Fletcher will put together a plan of drop kerbs and tactile slaps for the Council to review. Carried forward.

8. To establish a Footpath working group for the purpose of reviewing historic rights of way

The definitive footpath maps of the Parish identify that there is only 75 metres+ in total. There is no other parish in Norfolk with fewer paths than Necton. However, there are several roads used as paths, where their status is not obvious such as the Black Drift or Lodge Farm, Ivy Todd. Establishing more footpaths within the village would support the Council's ambition to be a 'healthy village'. The establishment of a Footpath group to review the definitive maps from Norfolk County Council is the first step. **It was agreed** to establish this group and members are Cllr Hayton, Axham and Pellet. The Clerk and a member of the public, Mrs Smedley, also joined this group.

9. To consider supporting the '20s plenty' speed reduction campaign

Mrs Smedley updated the meeting about the campaign progress: There is much positive support from residents and the school has written their support of this initiative. Holme Hale has asked if it can be included in this campaign, the area of which is currently Necton and Ivy Todd. The Council **agreed** to support this campaign.

10. To receive update from Necton Allotment Society

A further four more people have taken on new plots on the site. The car park continues to be water-logged and muddy, due to the ongoing rains. A plan is in place to prepare the ground and lay road plannings to provide a suitable surface. There are a small number of as yet unoccupied plots that are prone to flooding and the committee is considering options for improving drainage on these plots.

11. To pass a resolution to adopt the General Power of Competence

The Council is now eligible to adopt the General Power of Competence as over two thirds of the members are elected and the Clerk is qualified, following her recent CiLCA 2015 achievement. **It was agreed** to adopt the Power Of Competence.

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12. To agree the Annual Report 2016 and its publication

The report which was circulated prior to the meeting was accepted by members and its publication was **agreed**. The printing cost of £296 was **agreed**.

13. To agree the bus shelter tender document and its publication

The tender which was circulated prior to the meeting was accepted by members and its publication was **agreed**. It was agreed that a small amendment to the works schedule may be made by the Clerk once clarification of exact contribution from developers of the Old Garden Centre site is received.

14. Finance

14.1 To agree payments of invoices received during June

The following payments were **agreed**:

Payee	Reason	Chq no	Amount	VAT portion*
G Joyce	June Salary	SO on 24 June		
BT internet	Broadband rental charges for 3 months	DD on 27 June	97.20	16.20
BT phone for Jun	Telephone rental charges	DD on 22 June	28.56	4.76
G Joyce	June Salary – the balance of agreed back-pay	102594	13.62	
L Luff	Jun Salary	102595		
G Joyce	Admin, postage and travel expenses	102596	26.24	3.33
EON	Street light energy for May	102597	332.02	55.34
TT Jones	Street light maintenance for May	102598	150.88	25.15

14.2 To receive current financial statement and progress against budget

Reports circulated: budget monitoring and bank reconciliation. In accordance with current budget, 50% of reserve building funds were transferred to the relevant funds on 28 June. The bank balance at 28 June was £73,256.87 following receipt of two successful funding applications.

14.3 To receive Internal Control report for April to June

Cllr Thompson reported on his recent audit of accounts. There were no matters arising.

14.4 To adopt the reviewed and revised internal Control Policy

This policy was circulated prior to the meeting. Revisions were made to better explain the internal control systems in place, rather than just focusing on one of the systems. **It was agreed** to adopt this Policy and it will be published on the website.

14.5 To consider amending the bank mandate to enable to Clerk to have online access

At present, the vice-chair has limited online access, providing for view and inter-account transfer only. This facility would be better suited to the Clerk. This proposal make no change to the mandate of two member authorisation for any payment. Transferring online access facility from the vice-chair to the Clerk will not change any level of risk and will allow the Clerk to work more effectively. **It was agreed** to make this amendment.

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14.6 To note any requests by electors to view accounts during period

The Clerk reported that no requests were yet received.

14.7 To accept the NCC PPS 2016/17 conditions and sign a cheque for match funding of £8,605 to North Pickenham Road

The match-funding of £8,605 was included within the Parish Council's budget for 2016/17. **It was agreed** to accept the conditions and make the payment. The cheque number for this payment is 102599.

15. To acknowledge the contribution of Peter Treasure to the village and agree a donation to Swaffham Community Hospital in his memory

Members acknowledged that Mr Treasure made a valuable contribution to the community with his tireless volunteer activities. **It was agreed** to make a donation of £50 to Swaffham Community Hospital in recognition. It was also proposed to name a new road in his memory within a future village development.

16. To receive update from Business Plan working group and consider recommendations

Cllr Thompson reported that the group were awaiting a report which has now been received. This will progress matters and provide a report for next Council meeting. Item carried forward.

17. To adopt reviewed Standing Orders

The reviewed document was circulated to members prior to the meeting. There was only one significant amendment relating to the right of press and public to record meetings, item 3L on page 5. **It was agreed** to adopt these revised Standing Orders. They will be published on the website.

18. To receive updates from individual Council Members (for information only)

- Cllr Sisto: Acknowledged the sad and untimely death of Sam Alger in Barcelona during June. Mr Alger played many times with the village football club. The Club are considering the establishment of a trophy in his memory.
- Cllr Pellett: Proposed that the Council write a letter of thanks to the outgoing Head Teacher, Mr Graham Steele, in recognition of his great service and contribution to the school and its children's educational experiences. The Clerk will take this action.
- Cllr Axham: next SNAP meeting on 19 July. Will bring the issues raised at this meeting.
- Cllr Woodward: One welcome pack distributed. Sports & Social Club AGM is 20 July, open to all.
- Cllr Thompson: a) Advance notice of road disruption at the junction of School Road and Tun's Road from the 22 to 26 August for electrical ground works. A detour will be in place. b) The Sports & Social Club have reported that there are issues with the grass-cutting service. Since April there appears to have been only 4 cuts and the timings of these cuts is random, happening shortly after a game rather than before it. Cllr Matthews added that the current level at which the football club are playing requires specific 'max grass lengths'.

19. To receive any items for inclusion on the next agenda (for information only)

Review of disciplinary and grievance procedures, business planning working group report, footpath working group report.

20. To confirm date and time of the next Parish Council Meeting Monday, 01 August 2016, 7.30 pm.

Confirmed.

21. To pass a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press for a confidential item relating to employment matters.

Resolution passed. Members of public left the meeting at 20.50.

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22. To receive update from personnel working group & consider recommendations

Cllr Matthews updated members:

- The Clerk's Appraisal report has now been circulated to members. This report will inform the business plan, recognising that the Clerk's current contractual hours are 21 hours.
- Following agreement to recruit a new Caretaker for the Community Centre, Mr Mark Jennings was interviewed and subsequently offered the role.
- Further research is ongoing with similar sized parishes to identify ways of operating that would help maintain the Clerk's hours at their contractually agreed level.

Meeting closed at 21.00

Minutes signed by Chair (or designate) _____ on _____